



ASCOCC CREDIT CARD USER AGREEMENT

I hereby acknowledge that I have read and understand the credit card policies outlined in the ASCOCC college policy and procedures manual.

The ASCOCC credit cards has a \$2,000 limit and can only process payments that are under \$500 per transaction. A council member must check out the credit card from the ASCOCC advisor. A receipt for the items purchased must be turned into the ASCOCC advisor within 48 hours of the purchase.

- Departments with college VISA procurement cards must submit to the Fiscal Services Department, a copy of their monthly bank statements with original receipts attached in chronological order by the 15th day of the month following the statement date (e.g., August 15th for July's statement).
- All VISA procurement card statements are paid the first week of the month using the default expense account assigned to each card. If the expense distribution for purchases any given month needs to be revised, identify the appropriate accounts and submit these changes with your statement and receipts.
- All receipts for lodging and meals must provide a detailed itemization (not summary) of all charges.
- Payments for services must be paid with a check through accounts payable not with college VISA procurement cards, as there are required IRS reporting (e.g., 1099) requirements.
- College VISA procurement cards are for approved purchases only and charges for personal use are prohibited

I hereby agree to comply with these additional terms and conditions below.

ASCOCC Credit Card

I agree to use the ASCOCC Credit Card for purchases as defined and not to charge personal purchases. I understand that COCC will audit the use of this card and report any discrepancies.

I understand that the college may terminate my right to open privileges on the ASCOCC Credit Card for reasons outlined in this procedure. I agree to return the card to the College immediately upon request or upon termination of employment.

Non-Compliance

I further understand that improper use of the ASCOCC Credit Card or other credit cards may result in disciplinary action in accordance with College policy.

Should I fail to use the ASCOCC Credit Card or any other credit cards properly, I understand and agree that COCC may deduct from my salary that amount equal to the total of the discrepancy. I also understand that COCC may elect to collect such amounts even if I am no longer employed by COCC.

Print Name/Title

Signature/Date